

ENGINEERING ASSISTANT

NATURE OF WORK

Under general supervision, performs a variety of technical tasks designed to assist the work of the County Engineer.

TYPICAL DUTIES

Plans, reviews, calculates, adjusts, and performs drafting operations for County surveys, including roads, new buildings, location of utility lines, drainage plans for roads, topographical and contour surveys; contacts property owners and government agencies to obtain right-of-way for county roads; prepares legal descriptions pertaining to the right-of-way or easement and has the deeds recorded; makes engineering calculations and designs curves for roads; supervises subordinate employees; operates survey instruments on a survey party; performs other duties as required.

REQUIRED KNOWLEDGE AND SKILLS

Knowledge and application of surveying, drafting, and mathematical tools and techniques related to civil engineering problems; ability to perform duties under varying field and weather conditions; ability to establish and maintain effective working relationships with other employees and the general public; ability to follow oral and written instructions.

MINIMUM QUALIFICATIONS

High school diploma or G.E.D. and two years of experience as an engineering assistant or surveyor; possession of a valid Arizona driver's license, with a history of safe driving and the ability to maintain a safe driving record. Postsecondary education related to civil engineering or surveying may be substituted for experience on a year for year basis.

REVISED 7/97